

STATE OF CALIFORNIA

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Date: June 15, 1999

PERSONNEL LETTER # 99-019  
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: GENERAL SALARY INCREASE (GSI) AND SERVICE-BASED SALARY INCREASE (SSI)  
FOR BARGAINING UNIT (BU) 03 EMPLOYEES

As outlined in the Technical Letter HR/SA 99-08, the successor agreement for BU 03 employees provides the following salary changes:

- General Salary Increase (GSI)
- Service-Based Salary Increase (SSI)
- Faculty Merit Increase (FMI)
- Department Chair Salary and Stipend Pay

This Personnel Letter addresses the GSI and SSI. Please refer to Personnel Letters #99-010 and #99-016 for processing information related to the FMI and Department Chair changes.

An Employment History (EH) mass update was processed on 06/11-06/12/99 to implement the 09/98 pay period GSI for the majority of the employees. Employees with an assigned salary rate or plus salary rate were excluded from the mass update. If an employee has multiple R03 positions and one of the positions has a plus salary, all R03 positions were excluded from the mass update. The Personnel/Payroll Services Division (PPSD) will manually update the employees' EH records for the GSI and SSI, if applicable. The manual processing will begin 06/16/99 and should be completed by the end of the month.

An attachment is provided detailing information and processing instructions for the BU 03 GSI and SSI. If you have any questions, please contact your CSU Audits' Representative at the State Controller's Office.

RZ:PMAB:cah

Attachment

ATTACHMENT

EMPLOYEES IN BARGAINING UNIT 03

## Employment History Update

All employees in BU 03 are entitled to receive a 3% GSI effective with the September, 1998 pay period. Therefore, a GEN transaction was posted to the employees' EH record (effective with the September, 1998 pay period) via the EH mass update processed on the evening of 06/11/99. The EH mass update corrected any subsequent transactions with the new salary rate. To minimize the workload associated with the September, 1998 pay period effective date GSI, the 10/01/98 effective date GEN transaction was not voided/eliminated from the Employment History Date Base. Instead, the GEN transaction was corrected to reflect the higher September, 1998 pay period effective date GSI percentage. Specifically, the 10/01/98 effective date 2.5% GEN transaction was updated with a one-half of one percent (.5%) adjustment on the employees' EH records.

NOTE: Based on the campus calendars for academic year employees, the GSI effective date will vary for the September, 1998 pay period. For example: CSU Fresno academic year employees' GEN transaction effective date is 08/18/98 and not 09/01/98.

A revised CSU Payscales is available via CIRS. Access Report Code G20 listed under Systemwide Summary, Salary Schedule, Cycle 9999 for the new payscales.

Eligible employees in BU 03 are entitled to a Fiscal Year 1998/99 2.4% SSI (subject to the SSI maximum) effective the September, 1998 pay period.

PPSD will manually correct the EH records of employees who previously received the 10/01/98 effective date 1.5% SSI.

For employees who had an anniversary date of 07/98 through 09/98, the 10/01/98 effective date SSI/MSA transaction will be voided and a 2.4% SSI/MSA transaction effective the 09/98 pay period will be posted to the employees' EH records. All subsequent transactions will be corrected as needed.

For all other employees, the SSI/MSA transaction will be corrected to reflect a 2.4% increase. All subsequent transactions will be corrected as needed.

Academic year employees with an anniversary date of 07/98 through 09/98 had to be on active payroll status on the day before the fall term began. Additionally, non-academic year employees had to be on active payroll status at the close of business (COB) on 08/31/98. PPSD will process an SSI/MSA transaction for employees who previously did not receive an SSI and now are entitled under the successor agreement. The SSI/MSA transaction will be effective the 09/98 pay period and the anniversary year (Item 330) and Final Salary Anniversary Date/MSA/SSI Counter (Item 958) will be adjusted as appropriate. Refer to Technical Letter HR/SA 99-08 for further information on Item 958.

Employees who were denied the SSI should have had their EH record already updated to reflect the denial. However, if an employee's EH record was not updated, follow the instructions in the Personnel Information Management System (PIMS) Manual, Section VII, Page 7.18 for MSA denials.

Employees with appointment expiration dates on or prior to the September, 1998 pay period effective date were included in the EH mass update and will be included in the manual update effort. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transaction(s).

Non-academic employees eligible for an SSI with an anniversary date of 07/98 through 09/98, who separated prior to 09/01/98 may need an adjustment to their lump sum payments, if those

payments extended into the September pay period and beyond. Employees entitled to a GSI who separated prior to 09/01/98, may need an adjustment to their lump sum payments, if those payments extended into the September pay period and beyond. A GEN or MSA transaction will not be posted. PPSD will identify the affected employees and manually adjust the lump sum payments.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI and SSI. If an employee went on leave after the September, 1998 pay period effective date, the EH mass update posted the GEN transaction and generated the new GSI rate. The mass update also corrected any subsequent transactions with the new salary rate. However, the mass update cannot update EH records for those employees who were on leave prior to the September, 1998 pay period effective date. Therefore, PPSD will manually process the GEN transaction and correct any subsequent transactions for the affected employees.

Temporary faculty and retired annuitants not participating in the Faculty Early Retirement Program (FERP) who received the 1.5% SSI will be processed as follows:

If the A52/A56 transaction is effective 10/01/98, PPSD will void the A52/A56 transaction and correct the transaction effective the 09/98 pay period with the GSI and SSI increase. NO GEN TRANSACTION WILL BE POSTED.

If the A52/A56 transaction is effective other than 10/01/98, PPSD will process the 09/98 pay period effective date GEN transaction and correct the A52/A56 transaction as well as any other transaction as needed.

Employees who did not receive the 1.5% SSI were included in the EH GSI mass update process.

Special payments/A54's processed before the EH mass update must be corrected for the 09/98 pay period GSI salary rate by the campuses. New A54 transactions should be processed using the proper salary rate.

#### Payroll Adjustments

The majority of the adjustments resulting from the EH mass update for the 09/98 - 05/99 pay period regular payments, will be issued in the daily payroll cycle issue dated 06/15/99. Employees on direct deposit will have their adjustment payments posted to their accounts on 06/17/99.

#### Retroactive Charges

All transactions as a result of the September, 1998 pay period effective date salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass update should not be reflected on the Monthly Retroactivity Report. However, the manual EH processing by PPSD and resulting payroll adjustments (except for the GEN transaction) will be reflected on the Monthly Retroactivity Report. Additionally, any EH transactions and resulting payroll transactions (except for the GEN transactions) that are key entered/initiated by a campus will appear on the campus' report. The campus can return the report identifying the items associated with the salary increases along with the appropriate explanation.